

# 2019 Professional Development Course 1

## Township Budgeting Preparation and Execution

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The first program of the year is **Friday, January 25, 2019**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.



Are you wondering what is involved in the township budget preparation and execution process. Wondering what happens when you have a budget approved and a change is needed. TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a course for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process

**\*Deadline to register is Friday, January 11, 2019\***  
**Please fill in all information below and print clearly.**

**Name:** \_\_\_\_\_

**Township Position:** \_\_\_\_\_

**County/Township:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.**

**Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.**

**Credit Card (Visa / MasterCard only) Card Number:** \_\_\_\_\_

**Exp:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Return to the TOI office by fax at 217.744.7419, email to [kayla@toi.org](mailto:kayla@toi.org), or mail to 3217 Northfield Dr., Springfield, IL 62702.**